

THIRD VICE PRESIDENT - MEMBER SERVICES CHAIRMAN

JOB DESCRIPTION

BYLAWS ASSISTANCE LEAGUE® OF SALT LAKE CITY

Article 6 Officers and Their Duties

6.05 Third Vice President/Member Services. The Third Vice President shall:

- (a) Be Chairman of the Member Services Committee;
- (b) Be a member of the Member Services committees;
- (c) Report at meetings of the Board and membership;
- (d) Appoint, with Board approval: Chairs of the Member Services committees; the Mentor Program Coordinator; the Corresponding Secretary; the Volunteer Hours Recorder; the Roster and Dues Administrator; and the Chapter Newsletter Editor.

Article 8 Standing and Special Committees

8.02 Elective Standing Committees.

c) Member Services. The Third Vice President/Member Services shall be Chairman of this committee. This committee shall be composed of the Chairs of the Member Services committees, Mentor Program Coordinator, Corresponding Secretary, Volunteer Hours Recorder, Roster and Dues Administrator, Chapter Newsletter Editor, and members as deemed necessary to: support membership stability, recruitment and growth; maintain membership standards as prescribed in Chapter and National Assistance League bylaws and policies; provide training and education, and plan social events and activities for chapter members; and prepare and distribute the chapter newsletter.

8.03 Appointive Standing Committees

(d) Member Services Committees.

(1) Events and Education. This committee shall be composed of the Chair and members as deemed necessary to plan member education and social events and activities, including regular meeting speakers, luncheons, and the annual meeting.

(2) New Member Orientation. This committee shall be composed of the Chair, a Mentor Program Coordinator, and members as deemed necessary to orient and process prospective and new members, educate them regarding Chapter and National Assistance League practices and programs, promote new members' committee participation, and conduct a mentor program which pairs new members with chapter mentors as requested.

(3) Corresponding Secretary. The Corresponding Secretary shall write chapter social correspondence.

(4) Volunteer Hours Recorder. The Volunteer Hours Recorder shall record and report

member and community volunteer hours and report annual total hours to the President by the end of the fiscal year.

(5) Roster and Dues Administrator. The Roster and Dues Administrator shall: prepare and distribute a member directory; collect dues; initiate background checks; maintain member information, including auxiliaries, on Chapter Hub; submit to the Treasurer and Third Vice President/Member Services updated membership reports on or before June 1 and throughout the fiscal year as necessary; and update chapter Board positions within thirty (30) days of their election.

(6) Chapter Newsletter Editor. The Chapter Newsletter Editor shall prepare and distribute a newsletter of chapter activity, providing information on topics of interest to all members.

The Chairman shall:

1. Attend Board meetings in a voting capacity.
2. Conduct Member Services Committee meetings as needed.
3. Appoint a Vice-Chairman, and Secretary of the committee.
4. Appoint Committee Chairs (Events and Education Chair and New Member Orientation Chair), Mentor Program Coordinator, Corresponding Secretary, Volunteer Hours Recorder, Roster and Dues Administrator, Chapter Newsletter Editor, and committee members, subject to Board approval.
5. Submit a proposed budget to the Finance Committee for the succeeding year.
6. Manage the Member Services budget and approve invoices and vouchers.
7. Oversee maintenance of accurate records of current membership classifications.
8. Notify the Roster and Dues Administrator and Volunteer Hours Recorder of any known changes of membership classification and/or changes of member addresses or telephone numbers.
9. Maintain a list of members' emergency contacts.
10. Be responsible, with assistance of committee members, for regular meeting site setup and cleanup.
11. Promote and encourage members to attend National Conference and assist with their registration; promote National Assistance League educational workshops, publications and social media.
12. Bring a motion to the ALSLC Board and, subsequently, the membership at the regular ALSLC meeting immediately preceding National Conference, proposing that ALSLC delegates attending the conference go either "instructed" or "uninstructed" as determined by the Member Services Committee and the President.
13. Maintain a chapter Member Services procedure book, which includes relevant National Assistance League materials, and enter pertinent information in the Master Data File.

14. Prepare and submit a year-end Final Report to the President by deadline specified. File a copy in Member Services procedure book and the Master Data File.
15. Submit job description changes to Bylaws Chairman in accordance with Bylaws 8.02 (g).

Technology: MS Word, Excel, email